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FILE

MINUTES

DD/S STAFF MEETING

13 August 1968 - 1030 Hours

*Meeting
8/13/68
(Minutes)*



25X1

2. Space Utilization Survey

Mr. Meloon gave a briefing on the results of the Space Utilization Survey which members of his Office have just completed. This was an inventory of space in the Agency buildings in the Washington area, as well [redacted] to see if the space is being properly utilized or if some could be released. For the first time the inventory data has been put into the computer. The information will be given to [redacted] for his more comprehensive Real Estate Survey. Mr. Meloon states that it would not be feasible at this time to convert space [redacted] into office space. He also stated that there may be some space outside of the Headquarters Building, but if anyone else moves into Headquarters someone must be moved out.

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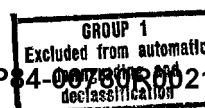
25X1

The space utilization figures obtained from DIA and NSA were not used as yardsticks in this survey as the factors and criteria used by them were not uniform. Mr. Meloon stated that the components which appeared to have space being underutilized would be surveyed; the figures he now has were obtained from statistics and there might be circumstances which could alter or explain the figures. Mr. Bannerman commented that the results of this survey would be of interest to the Deputies.

3. Summer-Only Employees

It was reported that all the Support Offices except Logistics have completed the survey of their summer-only employees and each reported

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favorably on the morale and utilization of these employees. The report from Logistics will be made as soon as they complete the survey. A consolidated report will be made to the Executive Director-Comptroller by the DD/S.

4. Mr. Bannerman reported the following:

a. In general, things both in the Agency and in the international arena are quiet.

b. There are a number of proposals being circulated to the Deputies which will be discussed at a Deputies Meeting after Colonel White returns from his vacation.

c. A message has been received from Vietnam requesting clerical assistance on a TDY basis. If any of the Support Office Heads have available clerical personnel who are interested, they should contact the Director of Personnel who can coordinate it with the DD/P.

5. Around the Table

[Redacted]

b. Mr. Wattles:

Congress is not in session now but the volume of congressional correspondence remains high.

[Redacted] Agency retiree, has been hired by one of the major commercial airlines as a security officer.

c. [Redacted]

The Security Committee (a USIB subcommittee) has designated a working group to consider if ARFCOS should continue funds to contract

[Redacted]
The initial meeting is scheduled for 15 August, and it is hoped that these meetings will surface any duplications of efforts in the Intelligence Community and result in more efficiency.

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d. Dr. Tietjen:

Due to increased capability in OMS, GS-14 employees will be included in the Executive Annual Physical Examination Program. It is not known yet how many in this grade category can be included.

25X1 Mr. Bannerman stated that after the final report had been completed on [] System Analysis of Psychological Data Project, Dr. Tietjen could give a briefing on it at a DD/S Staff meeting.

e. Mr. Richardson:

25X1 In reference to the memorandum from the DD/P on the selection of CT's destined for the Clandestine Services, Mr. Richardson announced that he has discussed this matter with [] and with [] 25X1 Mr. Bannerman requested Mr. Richardson to forward to him a memorandum covering the conversation with [] 25X1 and also requested him not to have any further discussions with DD/P officials on this subject and, especially, not to enter any firm negotiations at this time.

f. Mr. Bush:

The pay checks issued on 9 August were the first ones under the new pay schedule and, subsequently, there have been many questions. It was pointed out that in spite of the increase, it is possible for certain employees in the supergrade categories to receive less compensation due to the tax increases.

25X1 The problems connected with the changes in the allotment procedures were pointed out. Mr. Bannerman requested that before any action is taken to implement forthcoming instructions from the Treasury Department, Mr. Bush should submit a paper outlining the problems and the basic information which would be needed for an Agency decision.

6. The meeting adjourned at 1120 hours.

[]

Special Assistant to the
Deputy Director for Support

SA-DD/S:DBP:fav
Orig - DD/S Subject
1 - VRT
1 - DD/S Chrono